Early Learning Coalition of Manatee County, Inc.
Board of Directors Meeting
Of
March 20, 2024

The Early Learning Coalition of Manatee County, Inc. held a Board of Directors Meeting on March 20, 2024, at 11:00 a.m., 600 8th Avenue West, Palmetto, Florida. The meeting was held in person and via Zoom.

ELC Board of Directors Members Present
Adam Mohammadbhoy
Elida Mujic
Gary Scott
Misty Ritch
Peggy Sammons
Rob Bell

ELC Board of Directors Members via Zoom
Annette Larkin
Carla McGill
Connie Shingledecker
James Disbro
Jennifer Passmore
Kathy Patreka
Kristina DeWitt
Michael Mackie
Sheila Halpin
Tim Pye
Zack Kallis

ELC Board of Directors Members Excused
Christina Riggio
Bryan Rench
Chantal Porte
Leslie Wells
Marjani Jones
Rachel Kendzior

ELC Staff Present
Darrell King, CEO
Gabriela Macias, CFO
Kerry Gaylord, COO
Hilarie King, BOD liaison

These minutes summarize the discussion and action items of the Early Learning Coalition of Manatee County Board of Directors meeting on March 20, 2024.

Welcome and Roll Call

Mr. Adam Mohammadbhoy, the Chair, called the meeting to order at 11:01 a.m.
Mr. Darrell King, the ELC CEO, conducted a roll call and determined that a quorum was present.

Citizen Comments

There were no citizen comments.

Financial Committee Report

Mr. Robert Bell, Chair

Ms. Gabriela Macias, Chief Financial Officer

Ms. Macias's financial updates were as follows:

Audit Report and Financial Statements FY ending June 30, 2023.

Ms. Macias reported that Moss, Krusick & Associates, John Duffy, and Kelsie Burke attended the Executive and Finance meeting via Zoom on March 6, 2024. The Unmodified Audit was exceptionally clean and healthy, and the Finance team was praised for such an excellent report.

Budget to Actual Report July 1, 2023 – December 31, 2023.

The Budget is on point. Some line items look off due to timing caused by conflicting fiscal years between the State and Manatee County funding that runs on Fiscal year October 1st to September 30th. Ms. Macias reported no issues at the half-year point of the year.

Statement of Activities July 1, 2023 – December 31, 2023.

Direct Services:

Required 78% - ELCMC 81.6%

Administration:

VPK required: 4% - ELCMC 3.563%
SR required: 5% - ELCMC 4.298%

Governance and Procurement Report

Ms. Kerry Gaylord, Chief Operations Officer

Ms. Gaylord's updates were as follows:

Procurement Policy.

Continuation of Operations (COOP). Up to date, including internal team members moving to new positions and new employees.

Employee Handbook.

Updates on PTO pay outs when employees tender their resignations. 10 days' working notice as required in the employee hand book will receive a total PTO payout, and other days' notice submitted would be pro-rated – for example five days' notice submitted by an employee who is leaving will receive a 50% PTO payout.

Single Source Contracts.

The following contracts need full board approval.

- LENA
- Marco Polo, Subscriptions.
- MarcoPolo, Transition to Kindergarten Subscriptions.

Contract Amendments.

The following contracts need to be amended and given full board approval due to the request for additional ARPA Discretionary grant funding.

- KODO.
- Learning Beyond Paper.
- Gardner Media.

Chief Executive Officer Report

Mr. Darrell King, Chief Executive Officer

Mr. King's executive updates were as follows:

State Funding/Legislative updates FY 24/25.

Mr. King stated that Florida's Early Learning financial support is going in the right direction.

The state-wide budget increased to $1.7B.

ELCMC received an additional $3m for SR.

ELCMC budget for VPK is on track to be $8.5m.

ELCMC's state budget is approximately $28m. Including local funding and other grants, the agency 24/25 budget is expected to be approx $34m.

$4m ARPA Discretionary Grant spend update.

The ELCMC was the only Coalition to use 100% of the funds allocated.

There is money possibly available, and Mr. King will ask for an additional $900,000 in funding for local projects.

CSAB Programs/SBS.

The coalition will ask the CSAB for a 7% increase on all three County grants.

Sleep Baby Safely will be the newest CSAB program starting on April 1.

Summer of Discovery Event.

150 Teachers attended the second Transition to Kindergarten breakfast. This event provided the necessary support and training to stop the Summer slide. Each Teacher received a $150 stipend.

Children's Parade 3.29.24.

The first 10 applicants who applied received a $500 stipend to help offset costs for their floats. This year, vendor participation is the highest for Party In the Park.

Stand for Children Gala 6.1.24.

The gala will be held at IMG Golf Club. Current sales include $50,000 in sponsorship and ticket sales.

NEXTGEN re-launch.

NEXTGEN Magazine's modernized look was launched last week, and the new publication is fantastic.

ELC impact survey.

The SR parents surveyed about what the agency services meant to them praised the ELCMC for its financial assistance and engaging staff.

Staff Culture Survey.

The Coalition's second anonymous staff survey received excellent feedback with employees expressing their happiness at their work environment.

Items for Approval Consent Agenda

1. Continuation of Operations (COOP).
2. Employee Handbook.
3. Single Source: LENA, MarcoPolo Subscriptions and Transition to Kindergarten Subscriptions.
4. Contract Amendments: KODO, Learning Beyond Paper, Gardner Media.

Upon motion duly made by Mr. Bell and seconded by Ms. Sammons, the BOD unanimously approved the items for approval on the Consent Agenda.

Items for Approval Non-Consent Agenda

1. Audit Report and Financial Statements FY ending June 30, 2023.

Upon motion duly made by Mr. Scott and seconded by Ms. Ritch, the BOD unanimously approved the Audit Report and Financial Statements FY ending June 30, 2023.

2. Budget to Actual Report July 1, 2023 – December 31, 2023.

Upon motion duly made by Mr. Scott and seconded by Mr. Bell, the BOD unanimously approved the Budget to Actual Report July 1, 2023 – December 31, 2023.

3. Statement of Activities July 1, 2023 – December 31, 2023.

Upon motion duly made by Ms. Ritch and seconded by Ms. Sammons, the BOD unanimously approved the Statement of Activities July 1, 2023 – December 31, 2023.

4. Revised Budget FY 23/24 for Board Approval.

Upon motion duly made by Mr. Scott and seconded by Ms. Ritch, the BOD unanimously approved the Revised Budget FY 23/24 for Board Approval.

Approval of Board of Directors Meeting Minutes of December 13, 2023

Upon motion duly made by Mr. Bell and seconded by Ms. Ritch, the BOD unanimously approved the Board of Directors Meeting Minutes of December 13, 2023.

Old Business
None

Public Comments
There were no public comments.

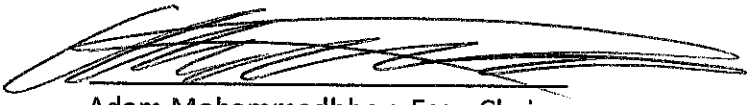
Adjournment
There was no further business before the Board of Directors. The meeting adjourned at 11:59.

Minutes prepared by:



Hilarie King, Board Liaison

Minutes approved by:



Adam Mohammadbhoy, Esq., Chair